

MILPERSMAN 1306-1717

AVAILABILITY PROCESSING - CHANGES AND DELETIONS AFTER INITIAL REPORT SUBMISSION

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1. **Availability Change.** Status changes can occur at any time after initial submission of an availability report (AVAIL) which may require changes, corrections, removal, or submission of a new AVAIL. MILPERSMAN 1306-1707 provides further guidance on status changes for students after an AVAIL submission.

2. **Responsibility**

a. **Shore Activities.** The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) to the shore activity (**duty, type 1, 3, or 6 as provided in MILPERSMAN 1306-102**) to which member is attached while awaiting orders is responsible for submitting changes, cancellations, deletions, and new AVAILs. They are also responsible for correcting AVAILs previously submitted with erroneous information (e.g., available rate should have been PSSN vice YNSN).

b. **Non-shore and Operational Activities (Duty Type 2 or 4 as provided in MILPERSMAN 1306-102).** If member is authorized to remain onboard while awaiting permanent change of station orders, the servicing PERSUPP DET or personnel office (as applicable) is responsible for submitting changes, deletions, and new AVAILs. The PERSUPP DET afloat or personnel office (as applicable) is also responsible for correcting AVAILs previously submitted with erroneous information (e.g., available rate should have been PSSN vice YNSN), if member is still onboard when correction is needed.

3. **Command.** The command personnel administrative support system coordinator or command representative shall ensure the PERSUPP DET and or CSD is notified when a member's status

changes so action can be taken to initiate changes or removal of an AVAIL.

The command shall also request advice on further disposition from applicable assignment control authority (ACA) and provide feedback to the PERSUPP DET or CSD on members who have already received orders and transfer date is delayed or becomes undeterminable.

4. **Verify AVAIL and Orders Status.** Using whatever means available (e.g., Navy Standard Integrated Processing System (NSIPS) reports, the Enlisted Master File F3 and F6 screen, Bureau of Naval Personnel online listing (BOL), any feedback from Navy Personnel Command (NAVPERSCOM), etc.), verify that the assignment control authorities have received the AVAIL, the assignment directives (orders) have been released or transmitted with a release date, and the estimated date of loss to the Navy (EDLN) has been documented. If the Service Member's PRD has been adjusted to show that he or she will remain onboard, or if other feedback is provided from NAVPERSCOM or the command that AVAIL is not needed, change the AVAIL or delete as necessary.

5. **AVAIL Date Changes and Deletions.** AVAIL date can be sooner or later than previously scheduled (e.g., early graduation from self paced course of instruction, delayed, setback while under instruction) and can become undeterminable due to hold status (e.g., medical, legal, clearance).

a. If orders were received, a new AVAIL will normally be submitted once available transfer date is determined. However, a new AVAIL may not be necessary, depending on whether feedback from the command provides need for formal modification of orders.

b. If orders have not been received and AVAIL date is undetermined, or will be at a later date requiring formal order modification, current AVAIL will be deleted. A new AVAIL will be submitted when transfer date is determined.

6. **Other Changes and Deletions**

a. Other AVAIL changes provide new information to the ACA when necessary (e.g., rate change from Aircrewman Mechanical (AWF) to Aircrewman Helicopter (AWS) while under instruction and training path is modified, when member is dropped from a course of instruction or nominated/selected for a specific program and

an AVAIL is replaced with different class AVAIL, or if a member becomes pregnant after returned from limited duty).

b. If member will no longer be transferring (e.g., remain onboard, separate, etc.) and removal is needed, delete the AVAIL.

7. **Report Submission Methods.** Submit changes and deletions of AVAILs using the same method as the initial AVAIL submission (e.g., NSIPS, naval message, or encrypted e-mail to NAVPERSCOM, Enlisted Personnel Readiness & Support Branch (PERS-4013)).

a. **NSIPS Change AVAIL Function Code.** Use the change function code (C) when the reason for change does not affect or change the desk code or ACA that received previous AVAIL.

(1) AVAIL date has changed and orders not received.

(2) Remarks changed or updated to correct previous information or provide additional information.

b. **NSIPS Delete AVAIL Function Code.** Use the delete function code (D) depending on status change.

(1) Member has become unavailable for transfer and available date is now "undetermined".

(2) Member is no longer available for transfer (e.g., will remain onboard, pending separation, pending disciplinary action, etc.).

(3) AVAIL rate was either erroneous or has changed and needs to reflect correctly.

(4) AVAIL class code has changed (e.g., nominated for other or special programs or dropped from course of instruction, no longer pregnant, etc.).

8. **Remarks.** Provide AVAIL information per paragraph 2 of MILPERSMAN 1306-1714 and include reason for change in remarks.

Example 1: Changed AVAIL, AVAIL date changed, REMARKS: "AVAIL date changed from 120308 to 120503. Academic setback. Original AVAIL was submitted by NSIPS on 120112."

Example 2: Changed AVAIL, not attending another "A" school,
REMARKS: "Dropped from PS "A" school on 120701."

Example 3: Changed AVAIL, nominated or selected for a specific
program (e.g., submarine, nuclear, special operations, etc.,)
dependent on class AVAIL. REMARKS: "Specify (nominated or
selected) for (indicate program)."